

Short Usability Test Report for [Site]

Date of Report: [Month Day, Year]

Date of Test: [Month Day, Year]

Location of Test: [City, State]

Prepared for: [Name]

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Executive summary

NOTE: In your report, this section describes the main goal and rationale of the study. Briefly describe the scenarios that participants completed, how the sessions were conducted, and how many participants took part in the study. This section should also discuss overall trends, such as whether or not participants were able to complete all the tasks. Data should be reported as both a number of completed scenarios as well as a percentage. Is there a reason why tasks were completed or not? Be sure to give an overall impression (theme) about what the reader will encounter in the report.

Methodology

Who we tested

[Eight] participants, having the following characteristics, evaluated [product name].

NOTE: Add or delete main categories as needed. Refer to screener for main demographic information.

Audience Type

User Profile 1	2
User Profile 2	4
User Profile 3	2
TOTAL (participants)	8

Age

18-39	2
40-59	4
60-79	2
TOTAL (participants)	8

Computer Usage

1 to 10 hrs. wk.	2
11 to 25 hrs. wk.	4
> 26 hrs. wk.	2
TOTAL (participants)	8

Gender

Women	4
Men	4
TOTAL (participants)	8

What participants did

NOTE: In your report, state about how long participants met with the study facilitator and how many tasks they completed. Describe anything else that participants did, such as filling out questionnaires.

What data we collected

NOTE: In your report, describe the data collected, including paths selected, task completion rates, and verbal feedback. Describe any other data that were collected, such as time on task or satisfaction ratings.

Major findings and recommendations

- **List major issues** – Use the bullet format to enable quick scanning.
- **Identify solutions** – Spot issues and trends via user testing and then make recommendations.

NOTE: In your report, readers should be able to use this section to get a good grasp of what the issues are and what possible solutions exist. It is not a list of every single problem, but an overview of the major stumbling blocks identified during testing.

Detailed findings and recommendations

Pre-test questions

NOTE: In your report, list the question followed by the summaries of responses. If you ask participants to define their expectations for a set of labels, it may be useful to put them in a table so they can be compared. Following are two examples.

Sample 1. Summary of pre-test question responses

Sample Questions	Sample Responses
What are your initial impressions of the site?	Participants were complimentary of the layout.
What type of information is available on the site?	All participants correctly defined the purpose of the site.
Who is the site is designed for?	Participants correctly identified general public. One person suggested doctors and nurses.
Who is the sponsor?	One participant identified the sponsor from the masthead.

Sample 2. Label expectations by participant

Participant No.	What's New	News	Resources
1	New on the site	Press releases	Web sites
2	New books	Headlines	Books, articles

Scenario 1

Scenario 1 text goes here.

Number of participants	X
Percent successful	XX%

Sample Findings	Sample Recommendations
X participants completed the task with ease (score of "2") by finding the [target]. X participants needed prompting or had significant difficulty completing the task (score of "1") X participants did not complete the task (score of "0"). X participants found the [target] via [path].	State each separate recommendation in the form of an action item. List as many as needed to resolve the issue, keeping in mind how the recommendations affect the site or application as a whole.

Scenario 2

Scenario 2 text goes here.

Number of participants	X
Percent successful	XX%

Sample Findings	Sample Recommendations
X participants completed the task with ease (score of "2") by finding the [target]. X participants needed prompting or had significant difficulty completing the task (score of "1") X participants did not complete the task (score of "0"). X participants found the [target] via [path].	State each separate recommendation in the form of an action item. List as many as needed to resolve the issue, keeping in mind how the recommendations affect the site or application as a whole.

Post-test questions

NOTE: In your report, it may be useful to put responses in a table, especially if you want to list all participant responses rather than an overall summary. Following are two examples.

Sample 1. Summary of post-test question responses

Sample Questions	Sample Responses
What is your general reaction to the site?	Participants liked being able to find health info.
What did you like best about the site?	1) Resources 2) Articles 3) Health tips
What did you like least about the site?	1) No way to share info 2) Everything in PDF 3) Not enough pictures (images, charts, graphs)
What can we do to make the site better?	1) "Email a friend" 2) Google search 3) FAQs
Would you recommend this site?	All participants said yes.

Sample 2. Post-test question responses by participant

Participant No.	Like best?	Like least?	Improvements
1	Search	Registration	Add more color
2	A-Z index	Pop-ups	Clickable charts